



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened 7pm via Skype on 1st February 2016

1. **Present:** Wayne Rollinson, Janice Rennell, Graham Scammell, Monique van Vugt (Skype), Ashley Cassin (phone)

Wayne (Chairperson) welcomed those present

2. **In Attendance:** Amanda MacLeod (Administrator) on Skype

3. **Apologies:** Michael Toomey, Brigitte Mahan (Skype – lateness joined at 7.50pm)

Moved: Graham Seconded: Ashley Carried

4. **Minutes of the previous meeting read and accepted**

Moved: Janice Seconded: Monique Carried

5. **Matters arising:**

6. **Correspondence in / out:**

SNZ

Swimming New Zealand - Education Update Canterbury, Otago, Southland
Zonal Athlete Profiles
OPEN WATER - AVAILABILITY 2016
2016 Oceania Swimming Championships

Regions

Sport Canterbury

Clubs

Semi-automatic timing gear for West Coast

Other

AUSTSWIM Aotearoa February TSW course.

Correspondence Moved: Graham Seconded: Janice Carried

7. **Transfers**

Miss K R Mathie from Jasi Swim Club to Aquagym Swimming Club
Mr K J Thornton from Westport Swim Team to North Canterbury Swim Club Inc.

Moved: Janice Seconded: Ashley Carried



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8. Records

Men 16-16 100 Fly

57.54	MATTHEW T. HUTCHINS at Mayfair Pools 2011 New Zealand Age Group Champs	1/03/2011	WHACB
56.65**	Satori J. Dobbie at 2016 Victorian Age Championships	12/12/2015	JASCB

Men 16-16 200 Fly

2:06.91	Arjun Haszard	5/03/2002	WHA -CB
2:06.54 **	Satori J. Dobbie at 2016 Victorian Age Championships	12/12/2015	QESCB

Men 100 Back

58.43	CAMERON J. JAMES at Otago/Canterbury Championships 2013	22/01/2013	AQGCB
58.27**	WILLIAM J. CAMPBELL at 2015 McDonalds Queensland Championships	12/12/2015	WHACB

Women 9 & Under 50 Back

40.57	Yixuan Li at QEII Sprint Meet	2/02/2013	QESCB
40.48**	Emma C. Mason at SCWC Junior Championships	30/01/2016	AQGCB -CB

Men 12-12 50 Fly

30.60	Oliver R. Rayner at NCSC Ribbon Meet 2012	14/09/2012	NCSCB
30.33 **	Taiko H. Torepe-Ormsby at SCWC Junior Championships	30/01/2016	WHACB -CB

Moved: Graham Seconded: Janice Carried

Financial records

ACCOUNTS PAID:

1-Dec-15	Entry refund Memorial GRD	13.00
1-Dec-15	Refund Memorial Meet Jasi	13.00



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1-Dec-15	David Prattley Squad statio	17.97
1-Dec-15	Refund Memorial Meet NC	19.50
1-Dec-15	Entry Refund Memorial Meet Sel	19.50
1-Dec-15	Refund Memorial Meet Vik	26.00
1-Dec-15	David Prattley Frames etc	47.98
1-Dec-15	Refund Memorial Meet STU	78.00
2-Dec-15	Silver Squad Accomodation	1,488.00
3-Dec-15	Todd Mason Bronze Food	131.47
3-Dec-15	Todd Mason Bronze Fuel	613.27
18-Dec-15	carnival 2 refund Vik	176.00
18-Dec-15	carnival 2 refund NC	108.00
18-Dec-15	Carnival 2 refund Ash	56.00
18-Dec-15	Carnival 2 Refund Jasi	24.00
18-Dec-15	AquaGym Carnival 2 Refund	8.00
21-Dec-15	Warehouse Stationary	132.69
21-Dec-15	Programmes memorial	297.60
21-Dec-15	BBIT Solutions Email servic	25.30
21-Dec-15	Pro Aqua Services Lt squad	66.00
21-Dec-15	XCM Clothing Squad Unifor	2,003.21
21-Dec-15	SNZ Affiliation Payment	2,109.00
21-Dec-15	Swim Otago relay otago	10.00
21-Dec-15	HP Sport NZ Room Hire	57.50
21-Dec-15	Awards Champs Trophies	467.30
21-Dec-15	Swim Otago Pool hire 15	5,476.95
21-Dec-15	SNZ Zonal Dep Payment	650.00
21-Dec-15	Awards Junior Champ Trophies	113.80
21-Dec-15	Medals Plus Medals	9,473.70
23-Dec-15	Ph/internet Dec	124.58
23-Dec-15	Offiice Exp 16914098	65.00
23-Dec-15	David Prattley Silver Exp	475.64
23-Dec-15	SNZ Affiliations Payment	610.50
23-Dec-15	Kimberley Gardens Gold	1,239.97
23-Dec-15	J Currie & N Little Silver	1,444.40



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23-Dec-15	Bronze Squad Vehicle Hire	2,582.90
24-Dec-15	Fiona Campbell Queensland	1,623.00
24-Dec-15	Brigitte Mahan Gold Exp	4,403.98
30-Dec-15	WESTPAC (Credit refund)	1,651.81
31-Dec-15	BOL Monthly Charges	20.00
		73,212.24

ACCOUNTS to PAY:

OVERDUE ACCOUNTS:

AquaGym Swimming Club		120.50
3-Nov-15	<i>Due 03/11/15</i> <i>Inv</i> 14693	15.00
16-Dec-15	<i>Due 16/12/15</i> <i>Inv</i> 14746	105.50
Ashburton Swim Club		429.25
21-Apr-15	<i>Due 05/05/15</i> <i>Inv</i> 14523	323.75
22-Dec-15	<i>Due 22/12/15</i> <i>Inv</i> 14759	105.50
Geraldine Swimming Club.		15.00
22-Jan-16	<i>Due 22/01/16</i> <i>Inv</i> 14766	15.00
Greymouth Swimming Club		331.50
14-Dec-15	<i>Due 14/12/15</i> <i>Inv</i> 14744	15.00
16-Dec-15	<i>Due 16/12/15</i> <i>Inv</i> 14748	316.50
Hokitika Swim Club		15.00
22-Jan-16	<i>Due 22/01/16</i> <i>Inv</i> 14767	15.00
Jasi Swim Club		105.50
16-Dec-15	<i>Due 16/12/15</i> <i>Inv</i> 14749	105.50
QEII Swim Club		230.60
1-Dec-15	<i>Due 01/12/15</i> <i>Inv</i> 14732	12.00
16-Dec-15	<i>Due 16/12/15</i> <i>Inv</i> 14745	113.10
16-Dec-15	<i>Due 16/12/15</i> <i>Inv</i> 14752	105.50
Swim Timaru Inc		437.00
14-Dec-15	<i>Due 14/12/15</i> <i>Inv</i> 14740	15.00
16-Dec-15	<i>Due 16/12/15</i> <i>Inv</i> 14753	105.50
22-Dec-15	<i>Due 22/12/15</i> <i>Inv</i> 14762	316.50
Temuka Swimming Club		30.00
22-Jan-16	<i>Due 22/01/16</i> <i>Inv</i> 14768	30.00
Waitaha Swim Club		506.50
2-Dec-15	<i>Due 02/12/15</i> <i>Inv</i> 14735	296.00
6-Dec-15	<i>Due 06/12/15</i> <i>Inv</i> 14738	15.00
16-Dec-15	<i>Due 16/12/15</i> <i>Inv</i> 14756	105.50
22-Jan-16	<i>Due 22/01/16</i> <i>Inv</i> 14769	90.00
Wharenui Swim Club		954.00
16-Dec-15	<i>Due 16/12/15</i> <i>Inv</i> 14758	527.50



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22-Dec-15	Due 22/12/15	Inv	14764		316.50
22-Jan-16	Due 22/01/16	Inv	14765		10.00
22-Jan-16	Due 22/01/16	Inv	14771		100.00
Westport Swim Club					15.00
22-Jan-16	Due 22/01/16	Inv	14770		15.00
TOTAL					3189.85

Accounts Moved: Janice Seconded: Monique Carried

9. Funding Report

Provider	Purpose	Amount
NZ Community Trust	Administration	\$ 20,000.00
Mainland Foundation	Swimmers & Officials National Meets	\$20,000.00
Trust Aoraki	Junior Champs Pool Hire	\$3000.00
NZ Racing Board	Pool Hire Memorial Meet & Canterbury Champs	\$6579.89
Pub Charity	Championship Medals	\$8238.00
Four winds Foundations	Ribbons	\$700.00

Declined Applications

Provider	Purpose	Amount
Canterbury Community Trust	Administration Expenses	\$30,000.00
Infinity Foundation	Administration Top Up	\$10,000.00
Ashburton Licensing Trust	SIC&T Pool Hire & Ribbons	\$5077.00
Lions Foundation	SIC&T Pool Hire & Regional Caps	\$3966.00

Pending Application

Provider	Purpose	Amount
Youthtown	SIC& T Ribbons	\$2242.50

Moved: Monique Seconded: Graham Carried



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10. Membership

Current Membership Numbers (as at 1 February 2016)

< 12 Years	13/14	15/16	17/18	>19	Total
335	183	106	46	30	700

Previous Seasons

Date	Competitive Swimmers
30/06/15	689
30/6/2014	605
30/6/2013	648
30/6/2012	762
30/6/2011	866
30/6/2010	929
30/6/2009	696
30/6/2008	612
30/6/2007	666
30/6/2006	728
30/6/2005	807
30/6/2004	757

Competitive numbers = combined numbers of CWC and ED prior to amalgamation

Technical KPI's

Task	Current Numbers	Target Increase 12mth period	%	Target Numbers	Qualified in the last 3 months	Year to Date Numbers
<i>IOT – Regional</i>	42	20%		50	-1	45
<i>IOT – National</i>	11	25%		14	1	13
<i>Stroke Judge*</i>	5	60%		8	0	6
<i>Starter</i>	7	30%		9	0	8
<i>Regional Referee</i>	6	15%		7	1	6
<i>National Referee</i>	8			8	1	8

*New Qualification ** Target 5% increase after first year



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Follow up Items from Previous Meetings	
<p>a) Wayne moved that Ashley investigate some possible corporate funding and sponsorship for our Squad Pathways expenses including caps and uniforms.</p> <p>Moved: Wayne Seconded: Janice Carried</p> <p>Ashley to progress further a covering letter so we can use to get sponsorship for the electronic pads, score board and trailer – aim to have a draft letter for our next meeting in March. Ashley to liaise with Amanda.</p>	<p>Ashley Needs draft letter for March meeting</p>
<p>c) Annual Report Layout</p>	<p>Janice WIP</p>
<p>d) Meeting with Christchurch based clubs on future going forward This will include detail on shifts in housing that have occurred throughout the city pre and post-earthquake.</p>	<p>Wayne WIP</p>
<p>e) Reducing Board members back to 6 members from 8 when amalgamating regions - The board was happy to drop back to 6 members at the next AGM. Wayne to inform SNZ with our structure of who does what in our region.</p>	<p>Wayne WIP</p>
<p>f) Michael has agreed to look into a possible donation opportunity from our Life Members and Past Swimmers and will present his proposal at our next meeting.</p>	<p>Michael W.I.P</p>
<p>g) Amanda to ask the events committee to ask the coaches and clubs why they didn't attend or with greater numbers the Memorial Meet (Ashburton, Greymouth, Selwyn) – What can we do to encourage them all to attend. What held them back from attending this meet this time? The Board is keen to get feedback from coaches and clubs executive committees as to why this meet wasn't attended with greater numbers.</p>	<p>Amanda Report back at March meeting</p>
<p>h) Michael to contact Marsh Insurance to look at what Public Liability Cover we have as a region and what we are covered by with SNZ's policy. Amanda to email Michael the documents.</p>	<p>Michael W.I.P</p>
<p>i) Amanda to work out how many medals will be needed for the Regional SC Champs and costs and email the board. Board agreed to host this event at Jellie Park</p>	<p>Amanda</p>
<p>c) Pathway from learn to swim programs to competitive swimming – have decided we need a pamphlet that can be circulated to perspective parents so they understand what competitive swimming is all about.</p> <p>Janice, Graham and Wayne will work on a draft that will include club contact details, types of meets held, an indication of weekly training commitments and costs expected.</p>	<p>Graham to lead and have draft for March meeting</p>



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General Business	
a) Jellie Park update – The pool is due to be drained. While this is encouraging we have been informed that not everything on our wish list will be granted. The council were apologetic that they didn't have the time or resource to install brand new starting blocks or extra seating. The sound system and blind behind the technical officials would be completed.	
b) The feedback from both the senior and junior champs has been positive. Both meets flowed well without any issues. The Board suggested getting next years' senior event format finalised soon.	
c) Summer Club Meets – Monique suggested that Temuka, Geraldine, Mackenzie and Waimate rotate the Long Course meet each January so that all local summer clubs can have the opportunity to run the meet. The Board agreed with this concept and are happy for Monique to discuss and formally write to each of these clubs	Monique
d) Amanda to ask if we can submit a new application to NZCT while we are being funded for our Administrators Salary.	Amanda
e) Janice to circulate to the Board before the next meeting the Year to Date financial report.	Janice
f) Amanda to make some enquires with Auckland, Waikato and Wellington to ask if they had any signage or logo to their touch pads and if so how is that attached to the pads.	Amanda
g) Monique to talk with the technical committee about the rotation of officials on pool deck and the need to look at those officials who have been IOTing for some time now to train them up for the next level of officiating.	Monique
h) Monique to email Amanda a document for the website outlining that no changes of dates or formats to be made to meets once approved.	Amanda
i) Monique was asked to look into the ruling and concept of the Meet approval document enforced by SNZ. After some research on this topic Monique reported to the Board that SNZ were well organised with regards to their website and officials documents. Australia and FINAS were not so easy to follow. Monique read out some of the regulations imposed in Australia but pointed out that states were also free to impose their own requirements. In conclusion we need to uphold some kind of standard which it appears SNZ are doing well.	
j) Board members to think about AGM dates to be discussed at the next meeting	All

The meeting closed at 8.44pm

The next meeting will be held Wednesday 2nd March 2016 at Lincoln on at 7pm